EXPENSES CLAIM FORM

OD DETAILED	INSTRUCTIONS -	CEE INICTRI	ICTIONS TAD

Heather Dove

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
 MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY	20/04/18		CLAIM REFERENCE:		Denh20-04-18	
					COST CENTRE (TEAM NUMBER	R / NAME):	120 - L	120 - LEADERSHIP TEAM		overwrite this cell with currency if "other" selected below		FINANCE USE
	DATE & T									AMOUNT CLAIMED		
ECEIPT DAT TRIP STAR	TRIP FND		REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE		
MM/YY 00:	00:00 DD/MM	/YY 00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMI	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
3/02/18			n/a	Royal Over-Seas League	Joining fee and subscription fee for Royal Over-Seas League	UK Travel & Accommodation 26001		N/A	1	418.00		120-26001
/02/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	15.00		120-26001
1/03/18			n/a	External Meetings in London	Taxi in Wilmslow from train station	UK Travel & Accommodation 26001		N/A	1	14.00		120-26001
5/03/18			n/a	External Meetings in London	Snack on train	UK Subsistence & meals 26001		1 N/A	1	4.60		120-26001
5/03/18			n/a	External Meetings in London	Train ticket	UK Travel & Accommodation 26001		N/A	1	63.83		120-26001
1/03/18			n/a	External Meetings in London	Snack at London City Airport	UK Subsistence & meals 26001		N/A	1	10.19		120-26001
5/03/18			n/a	External Meetings in London	Taxi from Station	UK Travel & Accommodation 26001		7 N/A	1	8.00		120-26001
7/03/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	18.00		120-2600
/03/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	5.00		120-2600
/03/18			n/a	External Meetings in London	Train ticket	UK Travel & Accommodation 26001	10	N/A	1	184.50		120-2600
/03/18			n/a	External Meetings in London	Train ticket	UK Travel & Accommodation 26001		L N/A	1	57.00		120-2600
0/03/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	8.60		120-2600
/03/18			n/a	External Meetings in London	Snack in London	UK Subsistence & meals 26001		N/A	1	7.29		120-2600
/04/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	7.00		120-2600
/04/18				Data Protection Conference - Manchester	Taxi in Manchester	UK Travel & Accommodation 26001		N/A	1	5.00		120-2600
/04/18			n/a	Travel to Brussels	Snack at Manchester Airport	UK Subsistence & meals 26001	1	N/A	1	6.48		120-2600
/04/18			n/a	Cyber Sewcurity Conference - Manchester	Taxi in Manchester	UK Travel & Accommodation 26001		N/A	1	70.00		120-2600
/04/18			n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A N/A	1	16.00		120-2600
				External Meetings in London	Taxi in London				1			
3/04/18			n/a n/a	External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	7.00		120-2600
3/04/18				External Meetings in London	Taxi in London	UK Travel & Accommodation 26001		N/A	1	16.00		120-2600
/04/18			n/a	External Weetings III London	Taxi iii Colluoli	UK Travel & Accommodation 26001	2	L N/A	1	7.00		120-2600
any notes r	elating to this	aim here										
						TOTAL EXPENSES INCURRED				948.49		
nant decla	aration:			Elizabeth Denham		CASH ADVANCE RECEIVED						
iaiit uetti	aration.			Liizabetii Deiiilaiii		CASH ADVANCE RECEIVED						
٠٠- ماية مصداك	مالمالمالم		ما منتمط	a incommend wheelth, evelopingly and magazer the area 100 to	ain ann an dùthait i thair ann an martann aig an tha ann h-air air air air air air air air air air	TOTAL CLAIMED //BEDAID TO FIL	NANCE)			948.49		
					usiness and that where car or motorcycle mileage has been claimed		NANCE			948.49		
. a valid d	riving licence	and the veh	icle used	nad a motor insurance policy for use in connection wi	th business, was taxed and had a valid MOT certificate on the date o	Ť						

NO ERRORS n/a

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

EXPENSES CLAIM FORM

FOR DETAILED INSTRUCTIONS - SEE INSTRUCTION	INIC TAD

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
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 MAKE SURE ERRORS LISTED IN CELL ISO-IS2 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			DEFORE SUBMITTING CLAIM Ailsa	Beaton	DATE OF CLAIM: DD/MM/YY		30/04/18			M REFERENCE:	Beat30-04-18
						COST CENTRE (TEAM NUMBER / NA	AME):	120 - L	120 - LEADERSHIP TEAM		overwrite this cell with currency if "other" selected below		
250512	(FOR SUB	ATE & TIME						DECEME		No	CLAIMED		FINANCE USE
RECEIPT TRIP ST		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
27/04/18	07:30:00	27/04/18	19:30:00	12.00	ICO Audit Committee	Train to Wilmslow (extra paid by Ailsa to upgrade to 1st Class)	UK Travel & Accommodation 26001	1	1	N/A	55.10		120-26001-
						Train from Wilmslow	UK Travel & Accommodation 26001	1	2	N/A	55.10		120-26001-
						Taxi from tube station (no buses)	UK Travel & Accommodation 26001	1	3	N/A	10.00		120-26001-
								Total miles	0				
er any no	tes relating	to this claim	nere					Total miles		l			
							TOTAL EXPENSES INCURRED				120.20		
aimant d	leclaratio	n:			Ailsa Beaton		CASH ADVANCE RECEIVED						
					· · · · · · · · · · · · · · · · · · ·	and that where car or motorcycle mileage has been claimed that ness, was taxed and had a valid MOT certificate on the date of	TOTAL CLAIMED/(REPAID TO FI	NANCE)			120.20		
	Peter Blo	oomfield			Once the errors in Cell I50-52 are resolved, forward this claim expenses@ico.org.uk with "approved expenses" in the subjec	and your scanned receipts to your approver who should review it	and then email it to	NO ERRORS	n/a n/a n/a				

EXPENSES CLAIM FORM

FOR DETAILED	INSTRUCTIONS.	 SEE INSTRUCTIONS T 	ΔR

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		NAME:			James	Dipple Johnstone	DATE OF CLAIM: DD/MM/YY	09/04/18		CLAIN	Dipp09-04-18			
						COST CENTRE (TEAM NUMBER / NA	AME):	SELECT COST CENTRE HERE			se	ell with currency if "other" elected below		
		ATE & TIME BSISTENCE CLA TRIP	AIMS)	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NO. NO. NUMBER MILES PASSENGERS			AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	FINANCE USE	
DD/MM/YY	1	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			N/A APPEARS	UK £	USE DROP DOWN LIST	CODE	
20/03/18	8 00:07:56	22/03/18	21:00:00	68.87	PWC/ICO secondments meeting, ALBs EU exist discussion, ICO/NCSC/DCMS	Incidental o/n expenses (x 2)	UK overnight incidental allowance 26001	N/A		N/A		NO PROJECT - 0000	SEL-26001-0000	
					Cambridge Analytica investigation/raid	over 24 hrs subsistence (minus £5.84 - Pret A Manger and £2.90 - Ritazzo spent on		N/A						
23/03/18	00:07:15	24/03/18	00:07:20	24.00		ICO credit card)	UK Subsistence & meals 26001	()	N/A	21.26	NO PROJECT - 0000	SEL-26001-0000	
Enter any n	otes relating	g to this claim	here					Total miles	0					
							TOTAL EXPENSES INCURRED				31.26			
Claimant	declaratio	n:			James Dipple Johnstone		CASH ADVANCE RECEIVED							
I confirm theld a vali	that all of t id driving li	the above e icence and t	xpenses h the vehicle	ave bee e used h	n incurred wholly, exclusively and necessarily on ICO business around a motor insurance policy for use in connection with busines	nd that where car or motorcycle mileage has been claimed that I s, was taxed and had a valid MOT certificate on the date of	TOTAL CLAIMED/(REPAID TO FI	NANCE)			31.26			
ciavei.														
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this claim a expenses@ico.org.uk with "approved expenses" in the subject.	nd your scanned receipts to your approver who should review it	and then email it to	ERRORS	n/a SELECT (n/a	COST CENTRE IN	I CELL 14 BEFO	RE SUBMITTING CLAIF	М	